



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT REPORTING HEALTH AND SAFETY HAZARDS	POLICY NO. 304.1	EFFECTIVE DATE 10/1/89	PAGE 1 of 1
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 901 2/16/87	ORIGINAL ISSUE DATE 2/16/87	DISTRIBUTION LEVEL(S) 1, 3

PURPOSE

- 1.1 To govern reporting of apparent or suspected environmental conditions posing an imminent threat to the health and safety of individuals or neighborhoods (i.e., overflowing sewage, heavy rodent or cockroach infestation, pesticide contamination of food or water, etc.).

POLICY

- 2.1 All employees shall be responsible for contacting their supervisor as soon as possible when, in the course of providing services to either voluntary or involuntary recipients of services, apparent or suspected environmental conditions posing an imminent threat to the health and safety of the recipients or the neighborhood are identified. If the immediate supervisor cannot be contacted, then the employee shall contact the next level of supervision until contact is made.

PROCEDURE

- 3.1 The supervisor contacted is responsible for notifying the DMH Safety Officer, who will notify the Department of Health Services, Environmental Health Services Manager, of all suspected environmental conditions posing an imminent threat.
- 3.2 This shall be done immediately by telephone with documentation to include name of the agency, person contacted, the person's title, date and time of call. This shall be followed as soon as possible by a written referral to the agency with a copy retained for the DMH Safety Officer's records.
- 3.3 Such information must be transmitted without providing facts which might lead to the identification of a person as a mental patient.
- 3.4 When it appears that a public health nuisance is exceptional (i.e., those situations where ranking governmental officials, news media, citizens groups, or a sensitive community issue is involved), the DMH Safety Officer shall notify the appropriate DMH Executive Manager immediately after notifying the Department of Health Services, Environmental Management.

AUTHORITY County Counsel Opinion: Public Health Emergencies, January 25, 1982